

Assignment 4

Navy Correspondence and Classified Information (continued); Personnel Records and Accounting;
and Navy Medical Finance and Supply

Textbook Assignment: Pages 10-8 through 12-18

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| <p>LEARNING OBJECTIVE: Identify the various forms of naval correspondence, their uses and preparation procedures. (Continued from Assignment 3.)</p> <hr/> | <p>4-5. Which of the following is a generally accepted complimentary closing for a business letter?</p> <ol style="list-style-type: none">1. Very truly yours2. Yours sincerely3. Yours truly4. Sincerely |
| <p>4-1. Normally, an endorsement may be used for which of the following purposes?</p> <ol style="list-style-type: none">1. To comment on the contents of a letter2. To forward a letter to the next via addressee3* To alter the order of any remaining via addressees4. All of the above | <p>4-6. Within how many workdays from the time a congressional inquiry reaches the action officer's desk should a reply be sent?</p> <ol style="list-style-type: none">1. 102. 73. 54. 3 |
| <p>4-2. What is the purpose of the naval speed-letter?</p> <ol style="list-style-type: none">1. To supplement dissemination of information within the Navy Directives Issuance System2. To transmit urgent correspondence by electrical means3. To call attention to the correspondence so the recipient may give it priority handling4. To transmit communications classified as Secret and above | <p>LEARNING OBJECTIVE: Identify the major subject groups in the Navy's SSIC system.</p> <hr/> |
| <p>4-3. A joint letter is a form of naval correspondence originated by</p> <ol style="list-style-type: none">1. an activity to cover several subjects2. two bureaus to correspond with each other3. two or more activities concerning matters of mutual concern4. one activity and directed to two or more activities | <p>4-7. A Navy letter carries subject identification number 8510. What is the major subject of the letter?</p> <ol style="list-style-type: none">1. Operations and Readiness2. Ordnance Material3. General Material4. Medicine and Dentistry |
| <p>4-4. What type of correspondence is normally used to deal with matters that pertain to persons outside the Navy?</p> <ol style="list-style-type: none">1. Joint letter2. Business letter3. Naval letter4. Memorandum | <p>4-8. In the numerical subject classification number 4426, the primary subject is designated by what digit(s)?</p> <ol style="list-style-type: none">1. 62. 263. 444. 426 |
| | <p>4-9. Which of the following major subject groups pertains to medicine and dentistry?</p> <ol style="list-style-type: none">1. 40002. 50003. 60004. 7000 |

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- LEARNING OBJECTIVE: Define the terms that pertain to security of classified information; and identify the types of security designations.
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- 4-10. Which of the following descriptions best defines the term "access"?
1. Being in a place where classified information is kept
 2. The opportunity and ability to obtain knowledge of classified information
 3. The ability to obtain knowledge of classified information only
 4. Taking possession of classified information
- 4-11. Which of the following matter may be classified?
1. Documents
 2. Products
 3. Substances
 4. All of the above
- 4-12. What term describes the exposure of classified information to an unauthorized person?
1. Disclosure
 2. Declassification
 3. Compromise
 4. Improper transmission
- 4-13. Into how many categories is security information classified, and what are those categories?
1. Four: Top Secret, Secret, Confidential, and Restricted Data
 2. Four: Top Secret, Secret, Confidential, and For Official Use Only
 3. Three: Top Secret, Secret, and Confidential
 4. Three: Top Secret, Secret, and Restricted Data
- 4-14. Information that if compromised, would cause serious damage to the nation is classified as
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only

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- LEARNING OBJECTIVE: Describe the functions of the Manpower, Personnel, and Training Information System.
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- 4-15. What is the title of the system that is designed to gather, process, and disseminate manpower information?
1. Navy Enlisted Services and Information System
 2. Manpower, Personnel, and Training Information System
 3. Training Management and Personnel Information System
 4. Navy Administrative and Management Information System
- 4-16. Which of the following transactions are reported by DMRS?
1. Officer
 2. Enlisted
 3. Different UICs
 4. All of the above
- 4-17. Which center is represented by the abbreviation EPMAC?
1. Enlisted Publications Mission Center
 2. Enlisted Publications and Magazine Center
 3. Enlisted Personnel and Manning Information Center
 4. Enlisted Personnel Management Center
- 4-18. Instructions for preparing the personnel diary are contained in which document?
1. EPMACINST 1080.4A
 2. SECNAVINST 1080.4A
 3. OPNAVINST 1080.4A
 4. BUPERSINST 1080.4A
- 4-19. The personnel diary is prepared on which of the following forms?
1. NAVPERS 1070/75
 2. NAVPERS 1080/14
 3. DD 173/3
 4. DD-COMP (SA) 452
- 4-20. All of the following diary transactions are reported on one line EXCEPT for
1. miscellaneous changes
 2. MEMO narrative entries
 3. gains
 4. losses

4-21. What word(s) is/are used to denote the absence of an information item?

1. Not applicable
2. Not known
3. None
4. Unavailable

4-22. Which of the following correctly identifies a member's name on the personnel diary?

1. JOHNSON Ray J Jr
2. JOHNSON Ray Jay Jr
3. JOHNSON R J Jr
4. JOHNSON JR R J

4-23. EDVR is distributed monthly by

1. Naval Military Personnel Command
2. Individual commands
3. Enlisted Personnel Management Center
4. Navy Finance Center

4-24. The Officer Distribution Control Report is prepared by what activity(ies)?

1. Each command to which officers are attached
2. Type commanders
3. Fleet/force commanders
4. Naval Military Personnel Command

LEARNING OBJECTIVE: Recognize the forms used in the Officer Service Record.

4-25. Which item is located on the right side of the Officer Service Record?

1. A copy of the latest Officer Data Card
2. Copies of correspondence course completion letters
3. Geneva Convention Card
4. Latest photograph of the officer

4-26. The left side of an Officer Service Record contains all of the following information EXCEPT

1. record of emergency data
2. copy of statement of service
3. copy of statement of personal history
4. certification of completed security investigation

LEARNING OBJECTIVE: Identify the documents that are filed in the Enlisted Service Record.

4-27. A legal relationship between an enlisted person and the U.S. Government is established by which of the following documents?

1. Immediate Reenlistment Contract
2. Enlistment or Reenlistment Agreement
3. Both 1 and 2 above
4. Record of Naval Reserve Service

4-28. The name of the person designated to receive unpaid pay and allowances upon the death of a Navy member is contained in which of the following documents?

1. Administrative Remarks
2. Record of Personnel Actions
3. Enlisted Classification Record
4. Dependency Application/Record of Emergency Data

4-29. The record of an individual's civilian experience is contained in what service record document?

1. Enlisted Contract
2. Administrative Remarks
3. Enlisted Performance Record
4. Enlisted Classification Record

4-30. The Navy Occupation/Training and Awards History is a chronological record of all but which of the following events?

1. Educational achievements
2. Performance evaluations
3. Advancements
4. Medals awarded

4-31. Which, if any, of the following forms is used to report a forfeiture of pay awarded as nonjudicial punishment?

1. NAVPERS 1070/606
2. NAVPERS 1070/607
3. NAVPERS 1070/610
4. None of the above

4-32. On what page of the Enlisted Service Record do you find a chronological record of performance evaluations?

1. 4
2. 5
3. 9
4. 13

LEARNING OBJECTIVE: Recognize the types of leave available to Navy personnel and define liberty.

- 4-33. For which of the following periods do members NOT earn leave?
1. Active duty of less than 30 days
 2. Active duty for training (with pay) for less than 30 consecutive days
 3. Lost time
 4. All of the above
- 4-34. Which of the following types of leave is NOT charged against a member's leave entitlement?
1. Earned
 2. Advance
 3. Convalescent
 4. Excess
- 4-35. Which of the following statements concerning "liberty" is NOT true?
1. Liberty is authorized time off from duty
 2. Liberty may be granted up to 96 hours
 3. Liberty is not charged as leave
 4. Liberty may be taken with leave
- 4-36. Convalescent leave may be granted by the
1. member's commanding officer
 2. hospital commander
 3. medical officer
 4. Patient Affairs officer

LEARNING OBJECTIVE: Demonstrate a working knowledge of enlisted separation terms and general Information.

- 4-37. Separation is the term used to encompass all releases from active naval service EXCEPT desertion and
1. discharge
 2. transfer to the Fleet Reserve
 3. death
 4. resignation

- 4-38. Which of the following types of discharges may be given ONLY by approved sentence of a special court-martial?
1. General
 2. Discharge Under Other Than Honorable Conditions
 3. Bad Conduct
 4. Dishonorable

- 4-39. On what page of the service record is the separation interview recorded?
1. 13
 2. 10
 3. 7
 4. 4

- 4-40. Immediate reenlistment of a qualified individual must be accomplished
1. after 24 hours at a recruiting station
 2. within 24 hours at a recruiting station
 3. after 24 hours at the discharging activity
 4. at any of the above times and places

LEARNING OBJECTIVE: Identify the kinds of orders that personnel may receive.

- 4-41. Active duty personnel not assigned to any permanent duty station are under _____ orders.
1. permanent change of station
 2. temporary duty
 3. additional duty
 4. temporary additional duty

- 4-42. When, if ever, is travel authorized by additional duty orders?
1. In all instances
 2. Only when specified in the orders
 3. Only when requested
 4. Never

- 4-43. What type of orders would HM1 Johnson, an inactive reservist, receive to report to Naval Hospital, Long Beach, for 90 days temporary duty?
1. Temporary active duty orders
 2. Temporary additional duty orders
 3. Training duty orders
 4. Permanent change of station orders

LEARNING OBJECTIVE: Identify supply publications and indicate their purpose.

In answering questions 4-44 through 4-47, select from column B the publication whose subject is described in column A.

	<u>A. Subjects</u>	<u>B. Publications</u>
4-44.	Establishes policies for operating and managing afloat supply departments and activities.	1. NAVSUP P-437 2. NAVSUP P-409 3. NAVSUPINST 4235.3
4-45.	Designed to indoctrinate and train fleet personnel in the MILSTRIP system.	4. NAVSUP P-485
4-46.	Issues policy on the MILSTRIP/MILSTRAP system.	
4-47.	Serves as a reference for personnel responsible for originating and processing MILSTRIP/MILSTRAP documents.	

LEARNING OBJECTIVE: Identify the various types of appropriations and funds and recognize the titles and symbols of frequently used appropriations.

4-48.	An agreement to pay in May for a service received in January is called a/an 1. commitment 2. reservation 3. obligation 4. expenditure
4-49.	What type of work would be supported by a continuing appropriation? 1. Maintenance of buildings 2. Repair of office equipment 3. Construction of a supply building 4. Preventive maintenance on vehicles

- 4-50. Appropriations are placed in what order as to their status?
1. Current, lapsed, expired
2. Current, expired, lapsed
3. Lapsed, current, expired
4. Expired, Lapsed, current
- 4-51. At the end of their availability period, the unliquidated obligations of annual and/or multiple-year appropriations are transferred to the
1. Treasury surplus
2. Navy Stock Fund
3. Navy Management Fund
4. successor account
- 4-52. The first two digits of an appropriation symbol used to identify all appropriations assigned to the Navy are
1. 17
2. 19
3. 21
4. 57
- 4-53. The third digit in the appropriation symbol on an accounting document designates the
1. type of fund
2. fiscal year
3. particular fund
4. department administering the fund
- 4-54. The letter "X" in the appropriation symbol 17X1832 identifies the
1. bureau or office to which the appropriation is assigned
2. government department administering the appropriation
3. type of appropriation
4. specific purpose of the appropriation within a bureau or office
- 4-55. The appropriations that provide for the pay and allowances of active duty Navy and Marine Corps personnel are
1. RPN and RPMC
2. MPN and MPMC
3. O&MN and O&MMC
4. O&MNR and O&MMCR
- 4-56. What fund is used to finance the purchase and maintenance of stocks of common supply items?
1. Navy Management Fund
2. Naval Working Fund
3. Navy Industrial Fund
4. Navy Stock Fund

- 4-57. Within the Navy, control of the Navy Stock Fund is the responsibility of the
1. Chief of Naval Material
 2. Chief of Naval Operations
 3. commander, Naval Supply Systems Command
 4. Secretary of the Navy

- 4-58. Which of the following funds is a revolving fund used to finance commercial-type activities, such as a naval shipyard?
1. Naval Working Fund
 2. Navy Industrial Fund
 3. Navy Management Fund
 4. Navy Stock Fund

- 4-59. Shipment of household goods would be financed by which fund?
1. Naval Working Fund
 2. Navy Industrial Fund
 3. Navy Stock Fund
 4. Navy Management Fund

- 4-60. The Navy Ship's Store Profits Fund is what type of fund?
1. Trust
 2. Deposit
 3. Revolving
 4. Management

LEARNING OBJECTIVE: Identify information pertaining to the federal supply system.

- 4-61. The AMAL lists the minimum amount of medical material to be maintained on board a ship at any one time, normally which is a _____-month supply.
1. 6
 2. 9
 3. 12
 4. 15

- 4-62. Material under the control of an inventory manager and identified by a national item identification number is called
1. material
 2. standard stock
 3. equipment
 4. reserve stock

- 4-63. Which of the various elements of a national stock number may be used by itself to identify a specific item of material?
1. National item identification number
 2. Cognizance symbol
 3. Federal supply classification
 4. Federal supply group

- 4-64. Items of material that are not Included in the Federal Catalog System, but which are stocked in the Navy supply system, are identified by Navy item control numbers (NICNs).
1. True
 2. False

- 4-65. The Navy management data list contains such things as
1. unit of issue
 2. authorized substitutions
 3. both 1 and 2 above
 4. synonyms

LEARNING OBJECTIVES: Identify the forms used in procurement; recognize the correct procedure for preparing a DD 1348; and indicate the various methods of purchase and the forms that should be used.

- 4-66. What is the short title for the uniform method of procurement for the Army, Navy, Air Force, Marine Corps and Government Services Administration?
1. MILSTAMP
 2. COSAL
 3. MILSTRIP
 4. NAVSTRIP

- 4-67. Nonstandard NAVMEDCOM-controlled items requiring local purchase action should be ordered on
1. NAVSUP 1114
 2. NAVSUP 1250-1
 3. DD 1149
 4. DD 1348

- 4-68. Requisition standard stock NAVMEDCOM-controlled Items on
1. DD 1348
 2. DD 1149
 3. NAVSUP 1250-1
 4. NAVSUP 1114

- 4-69. In accordance with UMMIPS, the Urgency of Need Designator is assigned by the
1. activity requiring the material
 2. supply depot
 3. stock point
 4. inventory control point
- 4-70. You may make entries on a DD 1348 by using either a
1. pencil or ballpoint pen
 2. pencil or typewriter
 3. ballpoint pen or typewriter
 4. fountain pen or typewriter
- 4-71. Zero should be shown on a DD 1348 as
1. "zero"
 2. "none"
 3. " 0 "
 4. " Ø "
- 4-72. If assigned, the SMIC for an item will appear in which of the following card columns (CCs) of a DD 1348 requisition?
1. 8 and 9
 2. 9 and 10
 3. 20 and 21
 4. 21 and 22
- 4-73. Which of the following entries cannot be made in CCs 25 through 29 (Quantity) of the DD 1348?
1. Ø Ø Ø Ø 1
 2. Ø Ø Ø Ø 35
 3. 15ØØØØ
 4. 99999
- 4-74. Select the correct entry for CCs 36 through 39 (Date) of the DD 1348?
1. 4299
 2. 10 26 84
 3. 84 10 26
 4. 26 Oct 84
- 4-75. For the DD 1348, applicable fund codes to be entered in all requisition CCs 52 through 53 can be found in which of the following publications?
1. NAVSO P-30L3, app. 1
 2. NAVSO P-3013, app. 2
 3. NAVSUP P-485, apps. 14 and 15
 4. NAVSUP P-487, apps. 14 and 15